

Nov 18

**Timothy Callanan**

CH First Name Exactly Matches 'Timothy'  
 CH Last Name Exactly Matches 'Callanan'  
 Company Name Berkeley County Government  
 Post Date Between 2018-11-01 00:00:00 and 2018-11-30 00:00:00  
 Report Owner DIX, MYRA KENNEDY  
 Report Date 2018-12-06 14:24:05  
 Transaction Type One of: Misc Credit or Misc Debit or Purchase or Payment

Card Last 4 Digits	Vendor Name	Vendor State	Post Date	Purchase Date	Tax Status	Item Total	Item GL Combination
2300							
TXN00117204	RINGCENTRAL, INC	CA	11/02/2018	11/01/2018	Sales tax paid	20.59	41301 5352
TXN00117276	MICROSOFT OFFICE 365	WA	11/02/2018	11/01/2018	Sales tax paid	9.99	41301 5381
count: 2						30.58	
report count: 2						30.58	

**RECEIVED**

DEC 11 2018

FINANCE DEPT.

P-CARD REVIEWED  
 DATE: 12/11/18  
 BY: Myra Kennedy

Authorized Signature	Authorized Signature 2
Print Name	Print Name
Date	Date

41301-5352

Account Number: **(843) 628-2828**  
Service Plan: **RingCentral Professional**  
Statement Date: **11/01/2018**  
Paid By: **Visa[2300]**  
Reference#: **4604807019**

**Billed to:**

Berkeley County Republican Party  
Tim Callanan  
1003 Highway 52  
Moncks Corner, SC 29461  
United States

**Pay to:**

RingCentral, Inc.  
20 Davis Dr  
Belmont, CA 94002

**Charges:**

11/01/2018 - 11/30/2018	<b>Charges:</b>
Subscription Fee - Monthly (RingCentral Professional)	\$14.99
	<b>Charges: \$14.99</b>

**Taxes, Charges and Fees**

Federal Universal Service Fund	\$1.45
Compliance and Administrative Cost Recovery Fee	\$2.00
<input checked="" type="checkbox"/> State and local taxes and fees	\$2.15

**Taxes and Fees: \$5.60**

Total Charges:	\$14.99
Total Adjustments:	\$0.00
Total Taxes & Fees:	\$5.60
Sub-total:	\$20.59
<b>Total charged to credit card:</b>	<b>\$20.59</b>

Digital fast  
to come to  
e-mail

41301-5381



BERKELEY COUNTY P-CARD PROGRAM

LACK-OF-DOCUMENTATION WAIVER STATEMENT

I, Myra K. Dix (PRINT NAME) acknowledge that I am unable to submit acceptable

documentation for the p-card transaction made at:

Microsoft Office 365 on 11-1-18 for \$ 9.99.  
(Vendor) (Date) (Amount)

Please describe purchase:

Tim Callanan did this purchase and I never received a receipt for this purchase. I verbally requested the receipt from him twice.

I certify that the above referenced transaction was a proper use of my Berkeley County P-Card and was consistent with all applicable Berkeley County policies and procedures.

Myra K. Dix  
(Signature)

11-28-18  
(Date)

Director Signature \_\_\_\_\_

I have made every attempt possible to find or get duplicate receipt for this purchase.

---

**From:** Myra Dix  
**Sent:** Wednesday, November 28, 2018 12:45:02 PM  
**To:** Michele Knotts  
**Subject:** P-card receipts

Tim left and did not give me the receipt for \$ 9.99 for Microsoft 365. I asked a couple times but he never gave it to me. What do I need to do for this?

Myra Dix  
Berkeley County Economic Development  
P. O. Box 6122  
Moncks Corner, SC 29461  
843-719-4175

--CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential, proprietary, and/or privileged information protected by law. If you are not the intended recipient, you may not read, use, copy, or distribute this e-mail message or its attachments. If you believe you have received this e-mail message in error, please contact the sender by reply e-mail or telephone immediately and destroy all copies of the original message.

## Re: P-card receipts

Michele Knotts

Wed 11/28/2018 12:56 PM

Sent Items

To:Myra Dix <[myra.dix@berkeleycountysc.gov](mailto:myra.dix@berkeleycountysc.gov)>;

Myra,

Fill out the lack of doc waiver and I'm going to attach your email (requesting it from him) to it.

*Michele Knotts  
Administrative Support Specialist  
Finance Department  
Berkeley County Government  
1003 Highway 52  
P O Box 6122  
Moncks Corner, SC 29461  
(843)719-4162 Office  
(843)719-4107 Fax  
[michele.knotts@berkeleycountysc.gov](mailto:michele.knotts@berkeleycountysc.gov)*

[www.berkeleycountysc.gov](http://www.berkeleycountysc.gov)

[Facebook](#) - [Twitter](#)

---

**From:** Michele Knotts  
**Sent:** Wednesday, November 28, 2018 12:50:56 PM  
**To:** Myra Dix  
**Subject:** Re: P-card receipts

I'll get back with you about this ok? Hang tight.

*Michele Knotts  
Administrative Support Specialist  
Finance Department  
Berkeley County Government  
1003 Highway 52  
P O Box 6122  
Moncks Corner, SC 29461  
(843)719-4162 Office  
(843)719-4107 Fax  
[michele.knotts@berkeleycountysc.gov](mailto:michele.knotts@berkeleycountysc.gov)*

[www.berkeleycountysc.gov](http://www.berkeleycountysc.gov)

[Facebook](#) - [Twitter](#)